

Mr. Colby:

✓ Per Elizabeth, the Director has chosen Friday, 9 February. Messrs. Tweedy and Karamessines both aware and are meeting this afternoon re arrangements, etc.

STAT

✓ called expressing a desire to be included on the guest list for the Director's dinner. Shall I relay this?

STAT

✓ will be back with us on Thursday. Said to tell you he would like to meet with Messrs. Tweedy and Briggs then but not to set up any special times. Shall I simply alert them to the possibility? Yes

✓ You are scheduled to attend a luncheon hosted by the DDCI for Ambassador-designate to Rome Volpe on 25 January at 1230. Is it okay to change your dentist appointment, which is scheduled for 1:00, to 4:15 that day? Yes

STAT

✓ is on your calendar for 1000 on Friday, 19 January.

✓ is on your calendar for 5:30 tomorrow.

sfc
16 January